

CREDITOR - QUICK REFERENCE GUIDE

Proof of Claim

Step	Action
1	Click on the Bankruptcy hyperlink at the top of the screen
2	Click on File Claims
3	<p>The Search for Creditor screen displays. Enter the Case Number in yy-nnnnn format. Enter the Name of the Creditor filing the claim. (You do not have to enter any creditor and all the creditors will be available for selection in a drop down box or you can just enter a few letters of the creditor's name and that creditor will be selected.) Do Not change the Type of Creditor Box. The default type must remain Creditor.</p>
4	<p>The Select a Creditor for Claim screen displays. Select the desired creditor by clicking on it with your mouse and click Next.</p> <p style="padding-left: 40px;">Note: If the creditor is not listed or is listed at a different address, click on Add Creditor.</p> <ul style="list-style-type: none"> • The Creditor Processing screen displays. Check the case name and number to be sure you are in the correct case. Click Next. • At the Add Creditor screen, enter the Name and Address of the creditor filing the claim. Do not use zip code extensions. Do Not Change the Type of Creditor or Committee defaults. • Check the Last Entry Box and click Next. • The Add Creditors screen displays stating that 1 creditor was added. • Click Submit and select Proof of Claim on the next screen. • Return to Step 3.
5	<p>The Proof of Claim Information screen displays. Enter the claim data in the appropriate fields. Do Not use \$ or commas in the dollar amount fields. Click Next.</p> <p style="padding-left: 40px;">Note: Status fields are controlled by the court. You may enter information into the Description and Remarks fields. Each field is limited to 60 characters.</p>

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6	<p>Click Browse on the PDF Document Selection screen. Adobe Acrobat Reader will open. Locate and most important, <i>verify</i>, by highlighting the document* you wish to upload, right click with mouse, open, verify, if correct, click Open to attach and upload the proof of claim.</p> <p>* Documents may be no larger than 50 pages. If they are larger, use the attachment feature below.</p>
7	<p>If you have attachments to the Proof of Claim, click the radial button, yes and click Next. Browse and highlight the document, right click to open and verify the PDF and click Open. In the Description Field identify your attachment, then click on Add to List. When the filename appears in the box, click Next.</p>
8	<p>The Notice of Electronic Filing screen displays and your transaction is complete. You may wish to save a copy of this transaction log for your records.</p>
